

STATINTL

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NOTICE

SECURITY
1954

SECURITY IN OFFICE ROUTINE

STAFF DUTY CHECK REMINDERS

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Reference: Paragraph Q of CIA Regulation

1. This Notice suggests a means of reminding Staff Duty Officers of their assigned duty of Staff Security Check in order to reduce the number of open-safe and other security violations.

2. It has been observed that a number of such violations are the result of failure on the part of employees assigned the duty of Staff Security Check to remember their assignments.

3. Security Officers of the various offices are presently distributing to appropriate areas miniature wooden replicas of four drawer safe files which have the words "Staff Duty Check" printed on the top and sides to be used as reminders to persons assigned the duty of Staff Security Check. It is anticipated that the miniature safe file will be kept on the desk of the person assigned Staff Security Check until he has completed the check, at which time he will pass it on to the next Staff Duty Officer in the area concerned.

4. It is believed that if each employee cooperates to the fullest extent, the use of these miniature safe files will be an effective precautionary measure in reducing open-safe and other security violations.

5. In the event that an adequate supply of the miniature replicas is not received in the initial distribution or if a replacement is desired, a request for the number of replicas needed should be made to the Physical Security Branch, Security Office, Room 1416 "I" Building.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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